

Office of Congressman Dan Boren

Instructions

Internships are open to undergraduate, graduate and professional students, as well as recent graduates with a strong interest in public service. The internship program offers a unique opportunity for growth, learning and meaningful service. We are looking for people who are dependable, enthusiastic and professional.

To be considered for an internship, your application packet must include all items listed below. It is important to provide complete and accurate information. Failure to do so could delay or prevent the review of your application. Please submit all materials together. Only complete application packets will be considered.

Due to security measures put in place in congressional offices in Washington, there is a significant delay in receiving postal mail. **Please submit your application via fax or email.**

Office of Congressman Dan Boren
ATTN: Intern Coordinator
fax 202/225-3038
steve.sidorek@mail.house.gov

Your application packet must include the following:

- ____ Internship application form
- ____ Current resume
- ____ Cover letter indicating the primary area of interest (i.e. public policy, media, administrative support)
- ____ Completed essay questions
- ____ Letters of recommendation (two total; one professional and one academic)
- ____ Unofficial transcript

IF YOU HAVE ANY QUESTIONS, PLEASE CONTACT STEVE SIDOREK:

Steve Sidorek
202-225-2701
steve.sidorek@mail.house.gov

Office of Congressman Dan Boren

Application Form

DESCRIPTION: Interns will assist the Congressman and staff with the day-to-day operations of a congressional office. This includes: opening and answering mail, data entry, researching relevant issues, answering phones, giving Capitol tours (D.C. office only), greeting constituents and attending meetings.

Office Applying for: (Circle One)

Washington, D.C. Muskogee Claremore McAlester

Session Applying for: (Circle One)

Fall September through mid-December

Spring January through May

Summer I Memorial Day through mid-summer

Summer II Mid-summer through Labor Day

Full Name: _____ **Today's Date:** _____

Social Security Number: ____-____-____ **Date of Birth:** ____-____-____

School Address: _____ **Home Address:** _____

Telephone Numbers: School: ____-____-____ Home: ____-____-____ Cell: ____-____-____

Email Address: _____

Citizenship: Are you a citizen of the United States? (Circle One) Yes No

If no, what type of visa do you hold? From what country? _____

Are you a resident of Oklahoma? (Circle One) Yes No

Availability:

DISTRICT OFFICE:

I will be available to work ____ hours per week.

DC OFFICE:

I am available Full-Time: _____

School currently attending: _____

CURRENT ACADEMIC STATUS:

Freshman Sophomore Junior Senior Graduate

Major: _____ Minor: _____

Grade Point Average: _____

Adviser's name and telephone number:

Will you be earning college credit for your internship? (Circle One) Yes No

Note: Awarding academic credit is at the discretion of your academic institution. Arrangements for credit should be made prior to beginning the internship. (Please send or fax any required forms before your internship begins.)

Essays

On a separate sheet of paper, please complete each of the following essay questions, in 500 words or less:

Public service careers present both rewards and challenges. What qualities equip you for such challenges? What do you see as the rewards of a career in public service?

Honor Statement

Signature _____ Date signed _____

I certify that, to the best of my knowledge, the information contained herein is accurate complete. I understand that providing false information may be grounds for not considering my application or terminating my internship after it begins.